



The United States Agency for International Development (USAID/Caucasus) in Baku, Azerbaijan is seeking motivated individuals for the two year position (extendable) of:

Secretary (BCCO), FSN-08

OPEN TO: All Interested Citizens of Azerbaijan

OPENING DATE: January 27, 2011

CLOSING DATE: February 10, 2011

Basic Function: Serves as secretary, translator, and personal assistant to the Country Coordinator, USAID/Caucasus/Baku Office. Serves as timekeeper for the Office of the Country Coordinator. Provides a variety of clerical and procedural support for the Country Coordinator, USAID/Caucasus/Baku Office, including: telephone and receptionist services. The incumbent drafts non-technical correspondence; monitors and/or coordinates eCC (country clearance) requests, serves as liaison to the Embassy Protocol Secretary for all official conferences, entertainment, and representational events involving the Country Coordinator, other USAID/Caucasus/Baku Office staff, and official USAID visitors; manages files for the Office of the Country Coordinator; schedules conference room usage; works with other secretaries, controls incoming and outgoing correspondence; and, serves as alternate to other secretaries for performance of critical, time-sensitive duties during their absence. She/he maintains the official calendar and schedule for the Country Coordinator, the USAID/Caucasus/Baku Office, general-event calendar, and schedules for high-level TDY visitors to USAID/Caucasus/Baku Office (in conjunction with the Country Coordinator); makes Country Coordinator appointments, takes telephone messages, and makes tentative arrangements; participates in staff meetings, takes notes, and records responsibility for all action requests, tracks and follows-up on these assignments, as required; provides translation and interpretation for the Country Coordinator, and others as required by events; provides interpretation services for in-office meetings, as well as at high level GoAJ and other meetings with the Country Coordinator; makes logistical arrangements for TDY visitors through the US Embassy, as required, including but is not limited to securing lodging, scheduling vehicle pick-up and local transport, setting up local security briefings, and assisting with departure arrangements; prepares the Country Coordinator's travel voucher submission and payments. Serves as time keeper for USDH, USPSC, FSNPSC, and TCNPSC as assigned.

Position Grade: Full performance grade level for this position is: FSN-08. A training grade level, below FSN-08, may be established depending on the education and relevant work experience of the applicant. Base Salary Range will be commensurate with established salary history, qualifications, and relevant work experience.

Required Qualifications:

Education: Completion of secondary school and some post-secondary school, business school, or college education equivalent to a US Community College or Junior College education is required, including courses in word processing, spreadsheet design, office management, etc.

Work experience: Five to seven years of progressively responsible secretarial or clerical experience is required. At least two-three years of this experience should have been in a secretarial position in a US, international, or PVO/NGO organization in an English-speaking environment.

Language Proficiency: Level IV (fluent) English oral and writing ability, and equivalent fluency in Russian and Azerbaijani is required.

Knowledge: Must be familiar with USAID activities, projects, and programs, as well as have a good working knowledge of agency correspondence and style manuals, local instructions on correspondence, and local agency clerical practices and procedures. Knowledge of the ADS, FAM, and Standardized Regulations, as applied to in-country travel is desired. And, a good working knowledge of file management, mail handling, and correspondence formatting.

Skills and abilities: The incumbent must have excellent organizational and planning skills, and the ability to multi-task in a front-office work situation. Level II typing/word processing ability (40 words per minute) is required. Proficiency in word processing, good telephone skills, good interpersonal relation skills are required. Should be experienced with modern standard word processing and other computer applications in common office use, such as spreadsheet programs, scheduling, and travel software, as applicable.

How to apply:

Completed Application Form DS-174, a Current Résumé/CV, and a cover memo highlighting your qualifications specifically related to the position description must be sent to the following e-mail address: hr-Baku@usaid.gov. All applications must have the position number 112-11-02 and position title identified. Late applications will not be accepted.

Only short-listed applicants will be contacted. Telephone calls or individual appointments will not be accepted.